



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 16 December 2024

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Malcolm Clarke and Cllr Chris Pink.

Hayley Roberts - Parish Clerk/RFO

There were four members of the public present.

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Clark opened the meeting at 7:30pm

| Min No | Item | Action |
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| 242. | To receive and approve apologies for absence | |
| 242.1 | Cllr Simon Pearce – work commitments | |
| 242.2 | Cllr Darren Moss – no apologies received | |
| 243. | Councillors Declarations of interest in items on the agenda | |
| 243.1 | Lobbying – None | |
| 243.2 | Personal Interest – None | |
| 243.3 | Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None | |
| 244. | Welcome by the Parish Council Chairman, Cllr Tina Clark | |
| 245. | Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort - apologies sent | |
| 246. | To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 18th November 2024 The above minutes were approved as a true copy and duly signed by Cllr Clark. | |
| 247. | Planning Applications | |
| 247.1 | Application Ref: 24/504587/LBC Proposal: Listed Building Consent for the installation of Portakabin storage building on existing hardstanding. Address: Leeds Castle Ashford Road Hollingbourne Kent ME17 1PL After due consideration Cllrs had no objections to this application. | |
| 247.2 | Application Ref: 24/504586/FULL Proposal: Installation of Portakabin storage building on existing hardstanding. Address: Leeds Castle Ashford Road Hollingbourne Kent ME17 1PL After due consideration Cllrs had no objections to this application. | |
| 247.3 | Application Ref: 24/504883/LBC Proposal: Listed Building Consent for installation of EV charger. Address: 2 Vine Cottages Lower Street Broomfield Kent ME17 1PT After due consideration Cllrs had no objections to this application. | |
| 247.4 | Application Ref: 24/504740/FULL Proposal: Erection of a two storey side extension. Address: The Wren Cross Drive Kingswood Kent ME17 3NP After due consideration Cllrs had no objections to this application. | |
| 248. | Planning Outcomes (for report only) No applications have been decided since the last meeting. <div style="text-align: right;">Signed _____</div> | |

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| 249. | <p>Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes...</p> <ul style="list-style-type: none"> - The First Aid course took place in November and it was very successful. Cllrs hope to hold two more in the new year (one for adults and one for teenagers). - Storage container has been ordered and we await delivery in January. | |
| 250. 250.1 250.2 250.3 250.4 250.5 250.6 250.7 | <p>Finances and Payment of Accounts Bank reconciliation November 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Pink and RFO.</p> <p>Responsible Finance Officer's report November 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Clark and Cllr Davies.</p> <p>To approve the schedule of payments for December 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Clarke.</p> <p>To ratify payments already made in November 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Clark and Cllr Davies.</p> <p>Reconciliation of invoices against cheques and ledger for November 2024 Cllrs reconciled the invoices against the ledger Cllr Clarke initialled the invoices and ledgers accordingly.</p> <p>To consider performance against the 2024/25 budget Circulated prior to meeting. Clerk reviewed budget for the year 2024/25 so far.</p> <p>To discuss the draft budget for 2025/26 and resolve whether to adopt it Cllrs discussed the budget figure of £62,066 (figure does not include general and earmarked reserves) and resolved to adopt the budget for 2024/25. Questions were raised about the budget by members of the public. Questions included why the Parish Council has 'profit'. Cllrs explained that the Parish Council does not make a profit, for example money received for advertising in the Parish News is used to pay towards the printing of the Parish News. Advertising does not cover this cost in full. A question was raised regarding reserves. Cllrs advised that any money left in the bank accounts at the end of the financial year is ear marked for projects such as the planned purchase of new equipment for the Sports Field. In 2024 funds were allocated for the replacement of the pirate ship as per annual inspections which highlighted wear and tear. In 2025 Cllrs will look at replacing this item to ensure the play area remains safe and able to be used by residents. Funds are also held in general reserves in case of any unexpected repairs or replacements. The accounts are audited annually by an internal and external auditor to ensure compliance.</p> | |
| 251. | <p>Sports Field Review of the month's Sports Field Inspection Sheets Clerk advised that there are no new issues to report.</p> | |
| 252. 252.1 252.2 | <p>Policing Crime Figures</p> <p>On Friday 22nd of November around 17:50 in Pitt Road. Somebody broke into a derelict property and tried to steal copper pipes, but were disturbed. Crime Report No. 46/198777/24 - Posted 24/11/2024</p> <p>On Thursday 14th of November around 16:28 in Chartway Street. Somebody smashed a window of a vehicle parked in the road. Crime Report No. 46/194507/24 - Posted 16/11/2024</p> | |
| 253. | <p>To receive an update on the Joint Village Hall Project Cllr Clark updated Cllrs with regards to this. Final drawings for the design have now been received and the next step is for costings to be calculated and funding options to be looked into.</p> | |
| 254. | <p>To review CCTV quotations and resolve how to progress Cllrs discussed quotations for upgrading the Sports Field CCTV and resolved to proceed. Cllr Pink to contact company and arrange installation for the new year.</p> <p style="text-align: right;">Signed _____</p> | <p>Cllr Pink</p> |

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| 255. | <p>To receive feedback from the Reverse Santa Event Clerk, Cllr Clark and Cllr Clarke feedback from the event. The feedback has been very positive and all feedback is being taken on board for the event next year. Please feel free to contact the Parish Clerk with any feedback you may have. Cllrs want to thank everyone who was involved in making the event such a success.</p> | |
| 256. | <p>To review quotations for the speed signs and resolve how to proceed Cllrs reviewed quotations for various sign options and resolved to proceed with quotations for correx boards. The boards will be placed around the village to remind residents to check their speeds and the designs have been made by local children. Clerk to action.</p> <p style="text-align: right;">Signed _____</p> | Clerk |
| 257. 257.1 257.2 257.3 | <p>Residents' concerns</p> <p>257.1 Catapults and antisocial behaviour – residents continue to experience issues. The Clerk will raise this again with Kent Police along with issues surrounding crimes not showing on reported crime figures. We urge residents to please report all incidents no matter how small, there has been some police presence in the last couple of weeks responding to incidents. Please report on 101 or using the online tool. If the incident is an emergency please ensure you call 999.</p> <p>257.2 Dog fouling – this is still a huge issue around the parish. Please be a responsible dog owner and pick up after your dog. It is not only disgusting but an offence and the Clerk will be contacting Maidstone Borough Council to find out what more can be done.</p> <p>257.3 Broomfield Road water leak/mud on road – due to a water leak on Broomfield Road near Hunters Moon there is quite a lot of mud and debris being washed up on the road. The Clerk will take this up again with KCC, Maidstone Borough Council and South East Water.</p> | Clerk Clerk Clerk |
| 258. | <p>Any other information Broomfield Water – the drains have now been unblocked and water from the stream is no longer running along the road by the church.</p> | |
| 240. | <p>Items for next agenda</p> | |
| 241. | <p>Parish Council Meetings The next meetings of the Parish Council are scheduled for Monday 20th January 2025. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>Cllr Clark closed the meeting at 8.34pm</p> <p style="text-align: right;">Signed _____</p> | |